

TOGETHER NEW HAVEN

Hosting Special Events
July 10, 2020

City of New Haven
Mayor Justin Elicker
Board of Alders



AGENDA

- I. Welcome and Overview
- II. Public Health Update
- III. Purposes of Permits
- IV. Outdoor Events Sector Rules
- V. City Event Permits
- VI. Examples of Events
- VII. Q&A

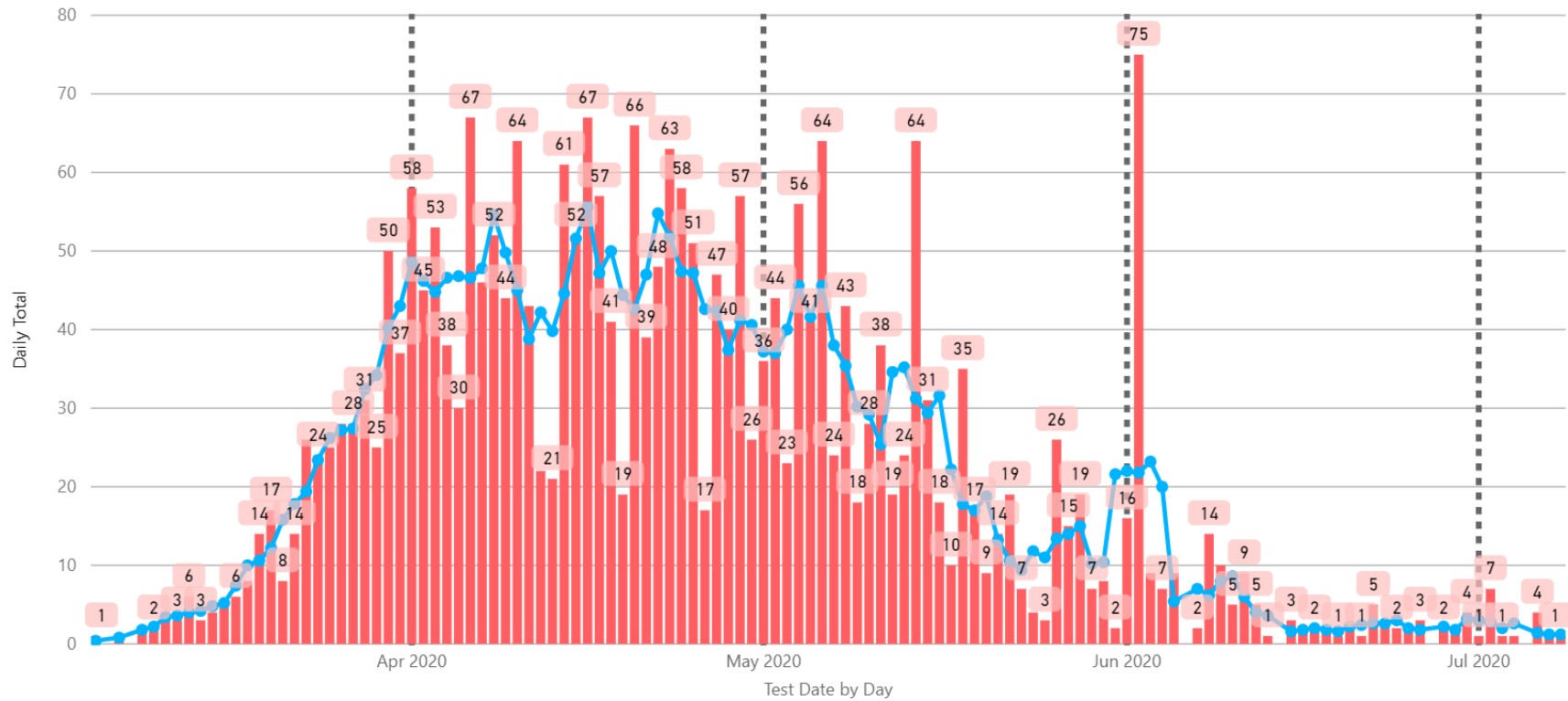
WELCOME AND OVERVIEW

PUBLIC HEALTH UPDATES

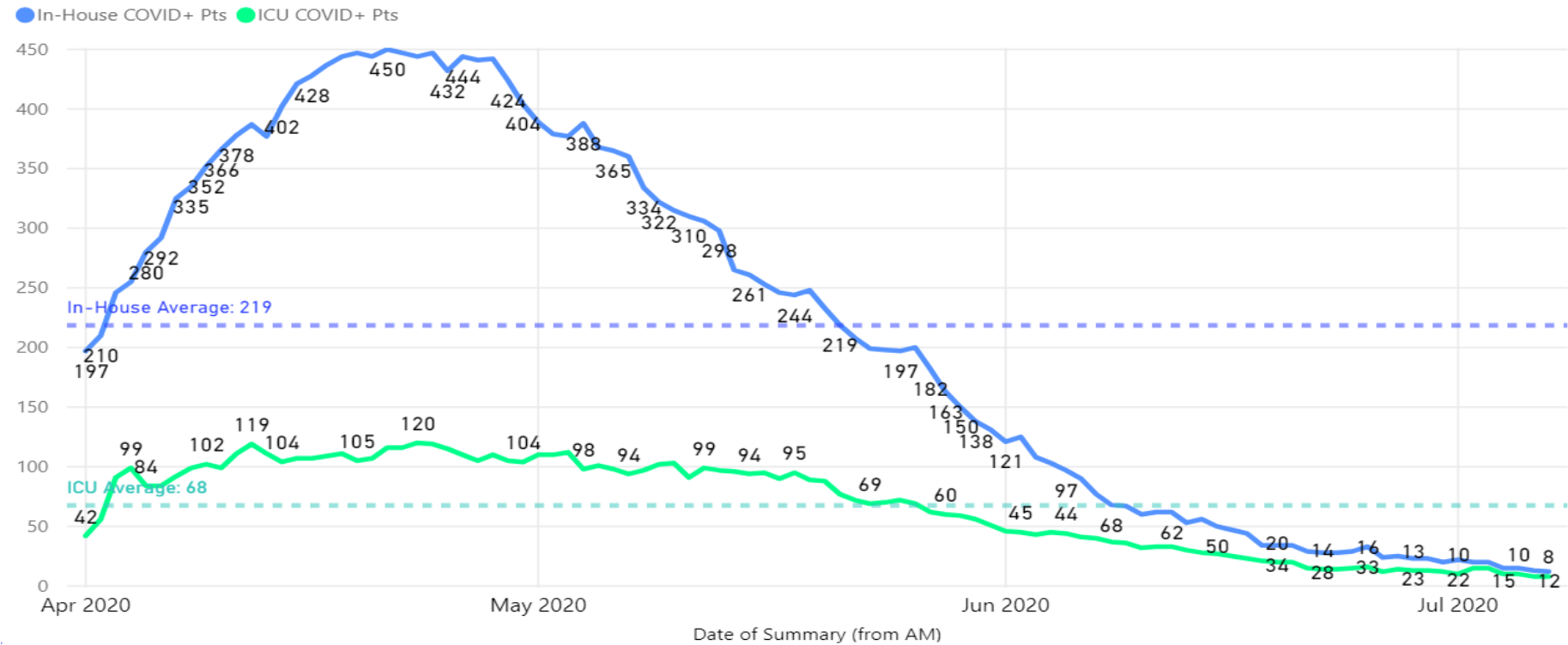
DISCLAIMER: THE INFORMATION IN THIS PRESENTATION IS CURRENT AS OF JULY 9, 2020, UNLESS OTHERWISE NOTED, AND SUBJECT TO CHANGE.

COVID-19 NEW HAVEN

Legend: ● Daily Total ● 5-Day Centered Moving Average



COVID-19 HOSPITALIZATIONS GREATER NEW HAVEN



COVID-19 PUBLIC HEALTH SITUATION (US & CT)

Cases in the U.S.

Updated July 7, 2020

Other Languages ▾

Print Page

TOTAL CASES
2,932,596

46,329 New Cases*

TOTAL DEATHS
130,133

322 New Deaths*

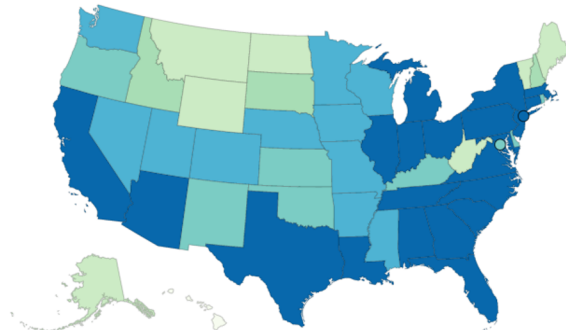
*Compared to yesterday's data

[About the Data](#)

Cases & Deaths by Jurisdiction

41 jurisdictions report more than 10,000 cases of COVID-19.

This map shows COVID-19 cases and deaths reported by U.S. states, the District of Columbia, New York City, and other U.S.-affiliated jurisdictions. Hover over the map to see the number of cases and deaths reported in each jurisdiction. To go to a jurisdiction's health department website, click on the jurisdiction on the map.



Reported Cases



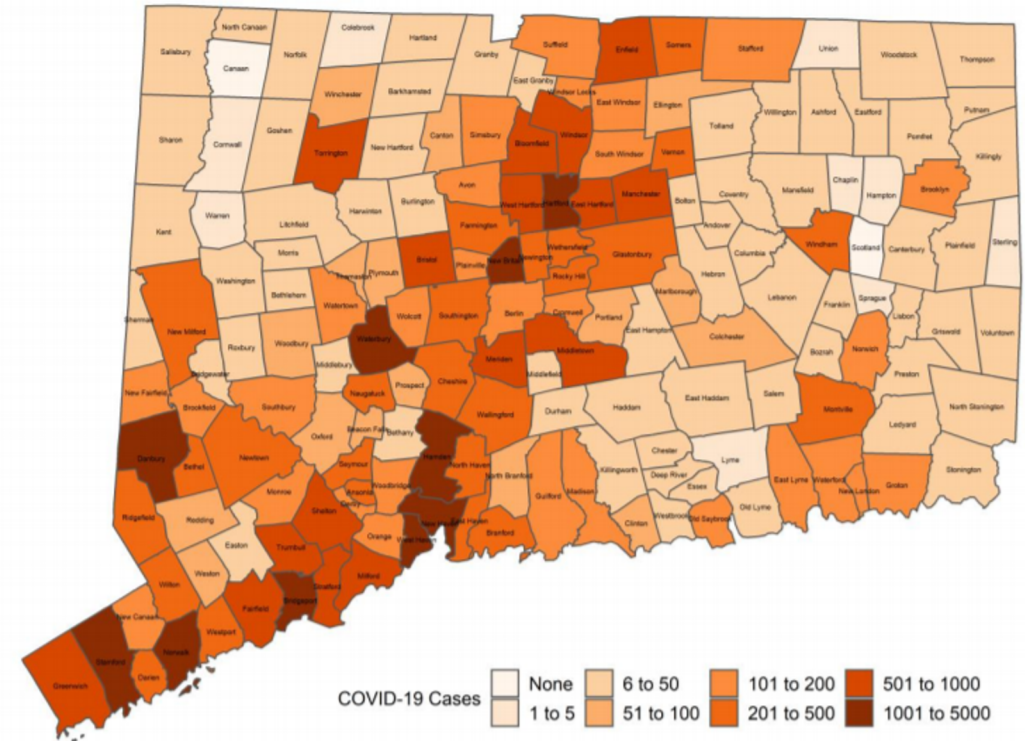
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<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>

Cumulative Number of COVID-19 Cases by Town

Map does not include 216 cases pending address validation



COVID-19 Cases

None	6 to 50	101 to 200	501 to 1000
1 to 5	51 to 100	201 to 500	1001 to 5000

<https://portal.ct.gov/-/media/Coronavirus/CTDPHCOVID19summary7072020.pdf>

PURPOSES OF PERMITS



Previous Arts and Ideas Festival, <https://www.artidea.org/about-the-international-festival-of-arts-ideas>.



Faxon Law New Haven Road Race 2018. Photo: Catherine Avalone / Hearst Connecticut Media, <https://www.nhregister.com/sports/article/A-year-after-finishing-second-in-a-photo-finish-13201446.php>

WHY DO I NEED A PERMIT?

WHY DO I NEED A PERMIT?

- **SAFETY:** The City needs to ensure that attending events does not pose any danger to attendees (food safety, sanitation etc.). This is always important, but is even more significant now in curbing the spread of COVID-19.
- **COORDINATION:** Ensure organizations do not plan overlapping events.
- **EQUITY:** Ensure public space remains accessible to the public.



OUTDOOR EVENTS SECTOR RULES

CT REOPENING CONTEXT

GOAL

Proactively protect public health and speed up the pace of economic, educational, and community recovery while restoring Connecticut's quality of life.

1

SAFETY FIRST

We will reopen society safely and securely with a proactive program that safeguards the health of our vulnerable residents, continues physical distancing, and provides clear safeguard rules for businesses and institutions deemed safe to reopen.

2

SCIENCE-DRIVEN

Our strategy will rely on a scientifically validated set of public health interventions. Patient assessment, testing, proactive tracing, field studies, and public health guidance will be deployed simultaneously to contain infection.

3

PREPARED

We will work closely with hospitals and health systems to procure and distribute critical personal protective equipment, and assess capacity of beds and ventilators to ensure optimal standard of care.

4

CHOICE

Individual businesses within sectors allowed to open are empowered to make their own choice on when they reopen. When they open, they must comply with rules we lay out to safeguard their employees and customers.

5

DYNAMIC

We include a suite of tools to inform an adaptive plan that can be nimbly scaled or rolled back rapidly based on real-time critical health metrics.

TIMELINE

June 17

- CT Phase 2.
- Limit on indoor events 25.
- Limit on outdoor gatherings 100*.
- Low and moderate risk sports.

July 3

- Limit on outdoor organized gatherings to 500 with 15 feet of space blanket to blanket (e.g. Fireworks, Concert in Municipal Park) – 15 feet of space blanket to blanket, cap of 500 people. Event organizer responsible for compliance with guidance).
- Outdoor private gatherings – 100 people, one time exception for Graduations @ 150 people.

July 6

- High risk sports.
- Permits for pavilions and fully prepared athletic fields available.

* Please note these guidelines do not apply to houses of worship.

OUTDOOR EVENTS SECTOR RULES: OVERVIEW

Cleaning	Strict cleaning and disinfecting protocols in all settings.
High-Risk Groups	Those in high-risk groups (comorbidities) and over the age of 65 should continue to stay safe and stay home.
Masks	Facemasks should continue to be worn in public at all times.
Scope	Individuals gathering for a defined purpose by invitation, taking place on a specific date, and within a specific range of times (e.g. starting at 10am and ending at 1pm).

OUTDOOR EVENTS SECTOR RULES

Isolation Plan	Develop a detailed plan in case any attendee becomes ill with symptoms consistent with COVID-19 during the event. The plan should include a designated isolation area and align to local municipality COVID-19 health protocols.
Social Distancing	<p>Attendees shall remain 6 ft apart, excluding immediate family members, caretakers, and household members except when eating.</p> <p>Use signage and barrier protection to limit movement and maintain distancing, and direct the flow of traffic. Organizers shall demarcate 6 ft of spacing in the area of the gathering to demonstrate appropriate spacing for social distancing.</p>
Log employees, volunteers, or officials	Maintain a log of employees, volunteers, or officials working at the event to support contact tracing.

OUTDOOR EVENTS SECTOR RULES

Personal Protection

All event attendees including employees, volunteers and officials shall wear a surgical style mask or other face covering (e.g. cloth mask) that completely covers the nose and mouth within 6 ft of those not in the same household, unless doing so would be contrary to his or her health or safety due to medical conditions, and except when eating.

Entry and Exit

Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.

Postponement or Cancellation Preparations

Create an emergency contingency plan for how to modify, cancel, or postpone the event if necessary (e.g. remote participation through live stream). Consider flexible refund policies for participants to discourage people who are sick from attending events.

OUTDOOR EVENTS SECTOR RULES

Ticketing	Encourage contactless & or digital ticketing where possible.
Virtual Queuing	Consider ways to schedule staggered ingress in order to minimize lines.
Food Service	All food service shall adhere to the Sector Rules for Restaurants.
Hand Sanitizer	Provide hand sanitizer at entrance points and common areas, where possible.

OUTDOOR EVENTS SECTOR RULES

Cleaning, Disinfectant Products, & Or Disposable Wipes	Make available near commonly used surfaces, where possible (e.g. chairs and bathrooms).
Bathrooms	Clean and disinfect frequently, and implement use of cleaning log for tracking.
Performers	Performers are exempt from wearing a mask when they are performing and are at least 12 ft away from the nearest person (including other performers).
Sports	Sports activities shall adhere to industry rules governing youth sports, gyms, and fitness, etc. depending on relevance.

CITY EVENT PERMITS

6 STEPS TO PLANNING A GREAT AND SAFE CITY EVENT

1. Location
2. Health/Selling
- 2a. COVID-19
3. Traffic and Parking
4. Police/Fire
5. Meeting
6. Miscellaneous

STEP 1: LOCATION

City Owned Park/Field?

- Call 203-946-8020 or email pmiller@newhavenct.gov to determine availability and to reserve desired date.
- Pavilion and Special Events Permit:
<https://www.newhavenct.gov/civicax/filebank/blobdload.aspx?blobid=36234>.
 - 3 weeks in advance.
- Bring or mail completed form with payment to:
 - City of New Haven Department of Parks, Recreation and Trees
720 Edgewood Avenue
New Haven, CT 06515

Street or Sidewalk?

- Submit Special Event Permit on City Squared:
<http://www.citysquared.com/#/app/map/newHavenCityCT>.
- Special Event Requirements:
 - Ward #
 - Petition from 50% of residents/businesses on closed streets
 - Drawing of event layout

Outdoors on private property but open to the public?

- Submit Special Event Permit on City Squared:
<http://www.citysquared.com/#/app/map/newHavenCityCT>.
- Special Event Requirements:
 - Ward #
 - Petition from 50% of residents/businesses on closed streets
 - Drawing of event layout

If your event utilizes **both** a park and a public right-of-way, **both** applications are required. It is advised to apply with the Parks Dept. first to reserve the park, then apply for the Special Event Permit.

STEP 2: HEALTH/SELLING: FOOD

Temporary Food Service Packet and Application

- Any food service operation that operates for one day (or up to a 2 week period maximum) in the same location.
- Usually associated with carnivals, festivals, celebrations, etc.
- Access here: <https://newhaven.seamlessdocs.com/f/NHHDTFSPA>.
- Submit the last three pages of the application (along with any supporting documentation) at least 1 week in advance.

Itinerant Vendor

- Food vendor which is self-contained, on wheels and is mobile.
- Access here: <https://www.newhavenct.gov/civicax/filebank/blobdload.aspx?blobid=36362>.
- Complete Food Service Application.
- Have vehicle inspected by Fire Marshal, if required (if you can stand inside your cart/truck).
- Must have Vendor's Permit or receipt prior to getting the truck inspected by NHHD – Please allow two weeks or more to get a Vendor's permit.
- Vehicle must be inspected and approved by New Haven Health Department before operating.

Vending Umbrella License- Food Vendors

- Submit 2 weeks prior to the event.
- Must be completed by the Event Organizers, food vendors should have a Food Service license.
- Submit on City Squared: <http://www.citysquared.com/#/app/map/newHavenCityCT>.
- Must include information/documentation of every food vendor.

Catering License

- A catering license is taken out for a yearlong license period (May 1st to May 1st).
- Cost is \$550.00 for the year.
- It can be used to serve food off site from the home establishment.
- Falls under Food Service license.
- Access here: <https://newhaven.seamlessdocs.com/f/2020FSEP>.

STEP 2: HEALTH/SELLING FOOD

	Temporary Food Service License	Itinerant Vendor	Vending Umbrella License - Food	Catering License	Sector Rules for Restaurants
"Free" Food?	x	x		x	x
Food for Purchase?	x	x	x	x	x
Caterer - charge for attendees?	x	x	x	x (caterer, if not already licensed)	x
Caterer – no charge for attendees?	x	x		x (caterer, if not already licensed)	x
Food Truck/Carts?	x	x	x	x	x

For questions related to **Health Department** permits and regulations, please contact Brian Wnek, BWnek@newhavenct.gov, 203-946-6760.

For questions related to **Permit and Licensing Center**, please call 203-946-8388.

STEP 2: HEALTH/SELLING

Non-food Merchandise?

- Submit Vending Umbrella License on City Squared:
<http://www.citysquared.com/#/app/map/newHavenCityCT>.
- Must be submitted 2 weeks prior to the event.
- Must be completed by the Event Organizers.

Alcoholic Beverages?

- If your event will have a beer garden/serve alcohol, it needs to be fenced in and have only one point of entrance/exit.
- Officers are required, # of officers is dependent on the number of estimated attendance of your event.
- Must have a permit from the Connecticut Department of Consumer Protection. Find out more:
<https://portal.ct.gov/DCP/Liquor-Control-Division/Liquor-Permit-Applications-and-Forms>.

Portable Restrooms?

- Contact the Health Department to confirm the required number of portable restrooms for your event, including any additional restrooms that will be available to your attendees: 203-946-8174.
- If serving alcohol, will need double the number of portable restrooms.

STEP 2A: COVID-19

Contact Kayla Wallace, Office of
Emergency Management and Homeland
Security, Kwallace@Newhavenct.gov

Events and gatherings that can comply with Sector Rules may apply or re-apply for a permit but must submit a narrative to demonstrate compliance including:

- Plan for registration or a sign-in component to track participants
- Plan for sanitation/cleanliness to prevent the spread of germs
- Plan to make available face coverings for those who do not have them
- Efforts to ensure social distancing

Previous applicants need only amend their prior application to include the updated narrative. Please allow at least **two weeks** to review your application.

As we continue to monitor the relevant health indicators, the City may again revoke permits in the interest of public health and public safety.

STEP 3: TRAFFIC/PARKING

State Roads?

- Please contact Bruce Fischer, Traffic Operations Engineer, Bfischer@newhavenct.gov for assistance in applying for a **state permit**.
- Must apply at least 60-90 days in advance.
- Find list here: <https://www.newhavenct.gov/civicax/filebank/blobdload.aspx?blobid=32523>

Major Arterials?

- Need approval from BOA: letter addressed to President Walker-Myers explaining event, submitted to Al Lucas, Director of Legislative Services, alucas@newhavenct.gov.
- Must apply at least 60-90 days in advance.
- Find list here: <https://www.newhavenct.gov/civicax/filebank/blobdload.aspx?blobid=32524>.

“No Parking” Sign for Street?

- Events requiring “NO PARKING” postings must be called in to 203-946-8076 between 9AM and noon on the business day before the event.

STEP 4: POLICE/FIRE

Contact Kayla Wallace, Office of Emergency
Management and Homeland Security,
Kwallace@Newhavenct.gov

- Event organizers of any Special Event expecting 100+ or more attendees are required to attend a Special Events Logistics Committee Meeting; in addition to the Special Event Application.
- Events that anticipate large crowds or have a large footprint may/will require the hiring of Police Officers/Fire Paramedic personnel that the Event Organizer will be responsible to remit payment for once the event is completed.

STEP 5: MEETING

Contact Kayla Wallace, Office of
Emergency Management and Homeland
Security, Kwallace@Newhavenct.gov

- The Special Events Committee is comprised of various local agencies such as Police, Fire, Health, Traffic & Parking, Parks, Building, Permit & License Center, and more.
- You'll be asked to give a brief logistical/operational overview of your event. The Committee will ask questions and advise you what is required to obtain your permit(s);
 - Examples: number of barricades, security requirements, health requirements for food handling, traffic control plans, etc.
- **This process is intended to encourage Special Events in New Haven and to empower event organizers to produce safe, well-organized, compliant community events.**
- To attend a Special Events Committee meeting, email the Special Events Chair at kwallace@newhavenct.gov, she will then send you a zoom meeting invite. Please also email the chair any relevant documents (flyers, routes, etc.) to be displayed during the meeting.

STEP 6: MISCELLANEOUS

Large Tent?

- 900 sq. feet or larger – **Building Permit.**
- Access on City Squared:
[http://www.citysquared.com/#/app/map/newHavenCityCT.](http://www.citysquared.com/#/app/map/newHavenCityCT)

Generator/Electrical Supply?

- **Electrical Permit.**
- Access on City Squared:
[http://www.citysquared.com/#/app/map/newHavenCityCT.](http://www.citysquared.com/#/app/map/newHavenCityCT)

Music or Amplified Speakers?

- The City requires that noise levels not exceed 55 decibels between 7:00am – 10:00pm in a residential or commercial zone.
- The City of New Haven requests that there be no amplified sound on park property before 11:00am except for purposes of sound checking.
- Zoning Map:
<https://newhavenct.maps.arcgis.com/apps/webappviewer/index.html?id=ac40cc5bf4c6495093c8515c4a93adfe>

EXAMPLES OF EVENTS

MEMORIAL DAY SUNDAY WREATH LAYING

Members of the New Haven Mayor's Veterans Affairs Advisory Committee organized a smaller ceremony at the Vietnam Veterans Memorial Park on Long Wharf and the Great War Flagpole on the New Haven following social distancing and mask wearing guidelines.

Pictures from: <http://vfwnewhaven.org/2020-memorial-day-sunday-wreath-laying-covid-19/>.





LGBTQ+ PRIDE DAY OF CIVIC ENGAGEMENT AND ACTIVISM



June 27, 2020
12pm – 3pm EDT

During the 2020 LGBTQ+ Week of Action, the New Haven Pride Center invites you to join us as we discuss and explore a variety of topics that effect the LGBTQ+ community. This program, which is created in partnership with partners across our region, aims to connect the community together in dialogue and direct action. This program was primarily curated by our LGBTQ+ Women's Program Officer, Miranda Rector.

MOVIES IN THE PARK

New Haven Movies in the Park

Free fun for the entire family!
Every Friday, July 10 – September 18

DATES	PARK LOCATION	MOVIE	TIME
July 10	Clinton Ave. Field	Space Jam	8:30 p.m.
July 17	DeGale Field	Jumanji	8:30 p.m.
July 27	Roberto Clemente Field	Men in Black	8:30 p.m.
July 31	Fairmont Park	Toy Story 4	8:30 p.m.
August 7	College Woods	Frozen 2	8:30 p.m.
August 14	Jocelyn Square	Aladdin	8:30 p.m.
August 21	Scantlebury Park	Adams Family	8:30 p.m.
August 28	Lincoln Bassett	ET	8:30 p.m.
September 4	East Shore Park	Spider Man Far From Home	8:30 p.m.
September 11	Dwight Troup School	Little	8:30 p.m.
September 18	John Daniels Field	Black Panther	8:30 p.m.

**In the event of inclement weather, scheduled movie will be shown the next evening (Saturday at 8:30 p.m.)*

Movies in the Park Public Safety Protocols



Wear face coverings that conceal both your mouth and nose at all times.



Maintain a physical distance of at least six feet from other people at all times.



Disinfect your hands frequently with hand sanitizer or, if possible, wash them for a minimum of 20 seconds with soap and water.

Social distancing between all parties is encouraged.
Masks can be taken off only if your party is distanced more than 6' away from others.

poster designed by
Market New Haven, Inc.



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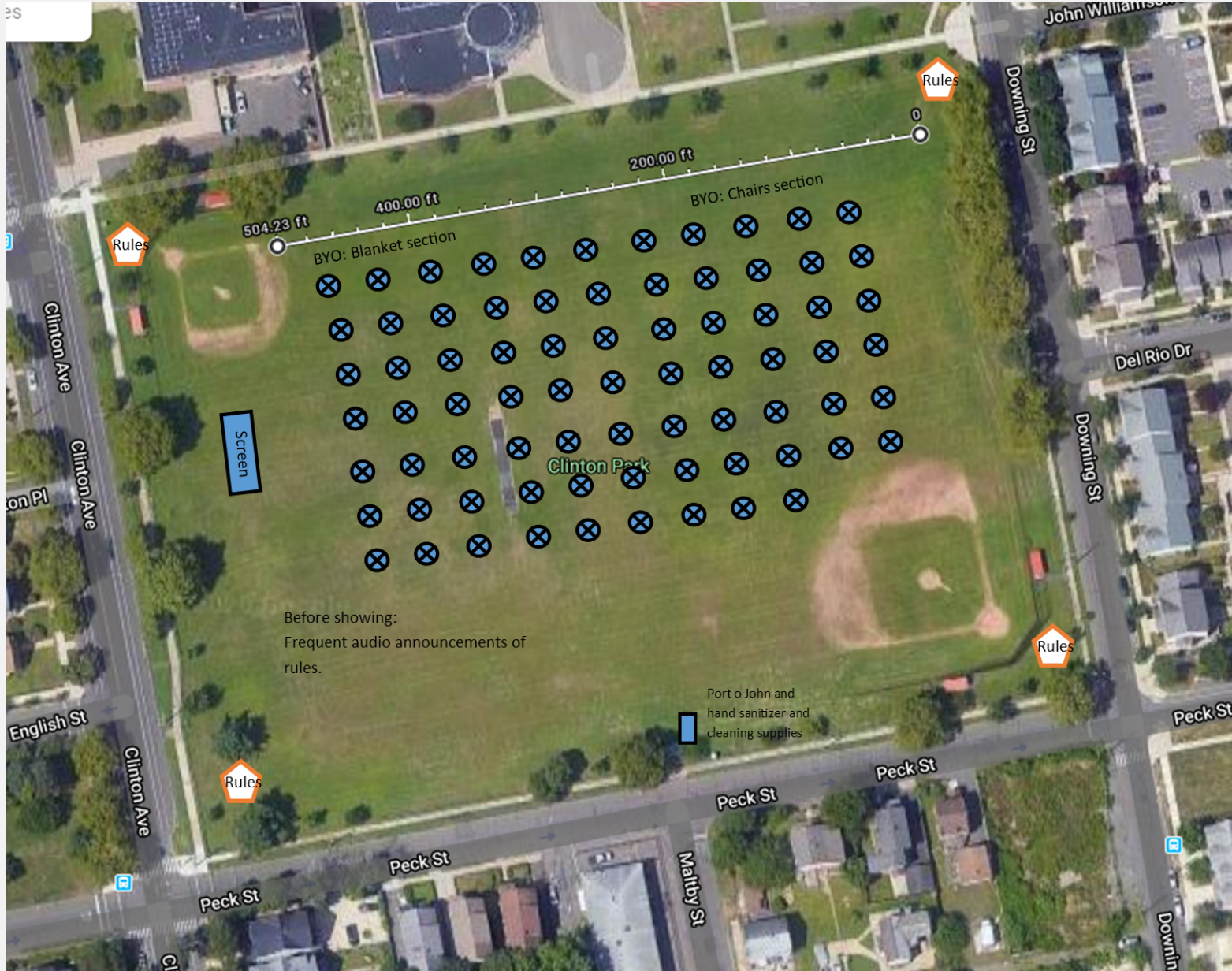
[CityofNewHaven.com/Parks](#)

Movies in the Park are made possible through the support of the following:

City of New Haven
Mayor Justin Elicker Board of Alders

New Haven Board of
Park Commissioners
David Belongia
President





MOVIES IN THE PARK



Thabisa performing.



<https://westvilleartwalk.org/2020/04/25/video-feed/>



Ana Henriques shares her craft.

ARTWALK GOES VIRTUAL



Festival Directors Thomas Griggs and Liz Fisher conclude the 25th anniversary festival.



Virtual Syrian Mezze and Dessert Cooking Class with Sanctuary Kitchen.

INTERNATIONAL FESTIVAL OF ARTS AND IDEAS DOES TOO

For more information, please visit: <https://www.artidea.org/>.

Q&A

FOR MORE INFORMATION, PLEASE VISIT:
[HTTPS://WWW.NEWHAVENCT.GOV/GOV/
DEPTS/CHIEF_ADMIN/PLANNING_AN_EVE
NT_/DEFAULT.HTM](https://www.newhavenct.gov/gov/depts/chief_admin/planning_an_event/default.htm)

THANK YOU